

## LOS ANGELES COUNTY RECYCLING COORDINATOR ROLE

- Facilitate the activities of your Department to produce as little waste as possible and maximize recycling.
- Facilitate recycling best practices such as providing signage and encouraging employees to recycle paper, beverage containers, batteries, and organic waste.
- Promote the implementation of waste reduction, recycling policies, and best practices throughout your Department as set out in the Zero Waste Plan (<https://zerowaste.lacounty.gov/>).
  - ✓ Confirm toner cartridges are sent to your Department's designated location for proper recycling.
  - ✓ Confirm that paper recycling desk side bins are next to every printer. If needed, provide employees with their own paper recycling desk side bins.
  - ✓ Confirm your Department has paper recycling services in place.
  - ✓ Donate, acquire or exchange materials with other County Departments and charitable organizations in coordination with the County's Surplus Program. Work with your surplus coordinator. (<http://countysurplus.co.la.ca.us/scripts/surIndex.cfm>)
  - ✓ For field offices, consider assigning liaisons there to assist you with recycling and employee outreach.
  - ✓ If your Department has leased facilities and field offices, check to see if they are providing waste reduction, organic waste management, and recycling services.
  - ✓ Encourage co-workers to bring lunch in reusable containers and to use reuseable utensils instead of using single-use food ware.
  - ✓ Encourage co-workers to Bring Your Own (BYO). Keep reusable plates, mugs, and utensils to use in the office and in the field.
  - ✓ Get acquainted with the Departmental Recycling Program at <https://dpw.lacounty.gov/epd/drp/>.

**For more information, contact  
Public Works Recycling Coordinator  
at [CDRP@pw.lacounty.gov](mailto:CDRP@pw.lacounty.gov) or at (626) 458-7834**

